

Attachment F
Scoring Tool
 Youth Service Bureau Administration Coordination



Proposal Scoring Tool

Provider: _____ **Scorer:** _____

Service: _____ **Date:** ____/____/____

Instructions:

1. Questions contained in Step 1 are Pass/Fail.
2. Please complete one score sheet for each proposal.
3. Remember to rate each statement listed on the score sheet. If you believe the proposal meets none of the standards described in the statement, mark as "0". Other ratings should be used to quantify other levels of standards met.
4. The leader of the scoring meeting will collect the evaluations completed by all evaluating team members and the confidentiality forms signed by each member and return these documents to the scoring team leader.

Summary of Evaluation Criteria	Score
Step 1	
1. Adherence to Mandatory Requirements (followed instructions and standard format)	(circle one) PASS FAIL
2. RFP Cover Sheet signed <i>in blue ink</i> .	(circle one) PASS FAIL
1. Budget: The Budget template must be used.	(circle one) PASS FAIL
Step 2	
Provider Narrative scoring (20 Points Total)	
1. The Provider Narrative: This section should cover all important history and development of the organization to date, along with including the organizational chart including Board of Directors and any other affiliates. (10 points)	/10
2. The Provider Narrative documents that the agency/provider historically has had an acceptable working relationship with the local DCS and/or Central Office DCS and/or the DCS Central Office Prevention Team or other community agencies, if there is no prior relationship with the DCS. (10 points)	/10
Step 3	
Service Narrative Scoring (80 points Total)	
1. Administer the YSB Accreditation Process: Proposal provides a description of the accreditation process of YSB Fund Grantees, including an outline of the method, timeline and assurance will adhere to IC 31-26-1. (10 Points)	/10
2. Peer Review Process: Proposal provides a description of the peer review process. (10 Points)	/10
3. Develop, Distribute and review of Service Standards and a Request for Proposals for the Youth Service Bureau Fund: (20 Points) <ol style="list-style-type: none"> a. RFP Process: Proposal provides description for developing RFP process, timeline, scoring criteria, method of announcing and awarding RFP. b. Adherence to state process: Proposal provides description of how respondent will adhere to state process for RFP and contracting process. c. Service Standards: Proposal provides description of the Service Standards updating process. d. Funding Allocation: Proposal provides funding allocation methodology. e. Reporting to DCS: Proposal provides process to submit recommendations back to DCS for final approval of all items in this section. 	/20

<p>4. YSB Fund Grantee List effective 7/1/13: Proposal provides assurance that YSB Fund Grantee List will have contracts in plan by 7/1/13. Proposal also includes description of funding methodology and amounts. (15 Points)</p>	<p>/15</p>
<p>5. Oversee Service Provision of YSB Fund Grantees: (25 Points)</p> <ul style="list-style-type: none"> a. Compliance: Proposal provides plan how will ensure YSB Fund Grantees will comply with background checks, contract and Service Standard requirements. b. Training: Proposal provides plan for quarterly training. c. Outcomes: Proposal provides process to develop outcome measures for the direct service provided by the YSB Fund Grantees. d. Web based reporting tool: Proposal provides plan for developing a web based reporting tool, how YSB Fund Grantees will access and use tool, how data/outcomes will be gathered from tool, and roles of sub-contractors, if applicable. e. YSB Fund Grantee Billing: Proposal provides description of monthly claiming process for YSB Fund Grantees. f. Reporting to DCS: Proposal provides explains how DCS will be involved in developing quarterly report. g. Growing YSB Fund Grantees: Proposal provides plan on expanding the number/services of the YSB Fund Grantees. 	<p>/25</p>
<p>TOTAL:</p>	<p>/100</p>
<p>Comments:</p>	
<p>_____</p> <p>Evaluator Signature Date</p>	

The Department of Child Services designee will, in the exercise of sole discretion, determine which proposal(s) offer the best means of servicing the interests of the State. The exercise of this discretion will be final. DCS reserves the right to contract with multiple respondents for the same service within the same region & local office.